

**DIVISION OF BUILDING SAFETY
PUBLIC WORKS CONTRACTORS LICENSE BUREAU
1090 E Watertower Street, Meridian ID 83642
208-334-4057**

CHECK LIST

**THE FOLLOWING DOCUMENTS ARE NECESSARY TO CONSTITUTE
A COMPLETE APPLICATION PACKAGE.**

1. ____ Page 6 of application must be signed and notarized.
2. ____ License fee must be submitted as indicated on page 5 of the application.
3. ____ Appropriate financial statement must be submitted as shown on page 4 of the application.
4. ____ Fixed asset list must be submitted as shown on page 9 of the application.
A depreciation schedule may be used.
5. ____ Three (3) contractor reference sheets are required and they must be signed and notarized or they can be submitted on their company letterhead.
6. ____ License examination must be completed and signed by **Qualifying Individual**.
7. ____ Submit a copy of any other license you hold that is required by the State of Idaho.
8. ____ Please make a copy of your application and other enclosures before you submit it so you have a copy for your file.